



70TH INTELLIGENCE WING

Supplement 1

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Personnel

**MANAGING CIVILIAN PERSONNEL
RESOURCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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AFI 36-502, 30 March 1994, is supplemented as follows. This supplement identifies 70th Intelligence Wing (70 IW) policies and procedures governing specific civilian personnel actions for 70 IW General Grades (GG) and Federal Wage Grade (WG) System employees. This supplement applies to all 70 IW civilians, their supervisors, and commanders. This supplement does not apply to the Air National Guard or Air Force Reserve units.

1. The 70 IW Commander (70 IW/CC) will review specific requests for personnel actions impacting wing resources.
2. The 70 IW/CC is the approving official for civilian personnel actions related to promotions, establishment of new positions, over-hires, and position reviews that significantly change the position description (i.e., changes which may affect the current grade or pay of the incumbent).
 - 2.1. Group commanders will evaluate the requested civilian personnel action for approval. Group commander concurrence will be accomplished with the group commander's signature on Standard Form 52 (SF 52), **Request for Personnel Action**, Part A, "Requesting Office", block 5, "Action Requested by." The 70 IW/CC will evaluate the requested civilian personnel action for approval. Wing commander concurrence will be accomplished with the wing commander signature on SF 52, Part A, block 6, "Action Authorized by."
 - 2.1.2. (Added) All wing units must inform the 70 IW Manpower Office (70 IW/MO) and the 70 IW Financial Management Division (70 IW/FM) when a civilian position is vacated and when fill action is expected to occur. The 70 IW/MO will coordinate on the SF 52.
 - 2.5. The SF 52 with the supporting documentation/justification will be forwarded to the 70 IW/MO. The requesting organization will staff the package through the Directorate of Manpower, Directorate of Financial Management, and the appropriate functional manager.
 - 2.5.1. (Added) For units not serviced by the Headquarters Air Intelligence Agency Civilian Personnel Office (HQ AIA/CPO), evaluated packages will be returned to the respective group commander for submission to the servicing Civilian Personnel Office by the requesting unit. For those units serviced by the

HQ AIA/CPO, the 70 IW/MO will forward evaluated packages to the Directorate of Personnel, Civilian Personnel Division (HQ AIA/DPC).

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms (Added)

AIA —Air Intelligence Agency

CPO—Civilian Personnel Office

DPC —Directorate of Personnel, Civilian Personnel Division

FM—Financial Management Division

GG—General Grades

MO—Manpower Office

WG—Federal Wage Grade

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